

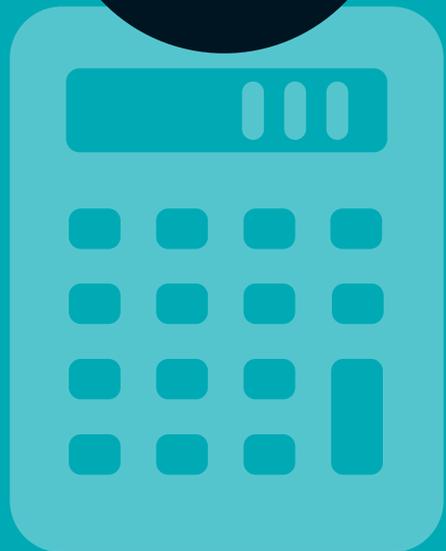
# Free accountancy surgery

For charities and  
social enterprises

**Book your  
place now**

**Get FREE advice on:**

- Writing budgets
- Bookkeeping
- Management accounts  
for your committee
- Preparing accounts for  
independent examination



**Friday 28 June, 2-4pm**  
**Venue: 1 Thorpe Close, W10**

Organised by:

**cash**

THE  
KENSINGTON  
& CHELSEA  
FOUNDATION



**Volunteer Centre**  
Kensington & Chelsea



# Get professional accounting advice at our free surgery

**Four accountants from local and top UK accountancy firms and a charity will be available to provide free advice. Appointments are for half an hour. More time can be arranged on the day if necessary.**

**The accountants are providing their time for free so it is very important you attend or inform us if you have to cancel. If their time is not wasted we are likely to be able to continue with the scheme.**

**We are asking for a £10 deposit which will be refunded if you attend. Please make payments to *Community Accountancy Self Help* and post to: CASH, 1 Thorpe Close, London W10 5XL.**

## **Why you need a budget**

It will help you to plan the year, identify if you have enough funding and if not how much fundraising do you need to do. You can also use the budget to consider whether some costs could be reduced by buying less or changing suppliers.

## **Why you need a bookkeeping system**

It is a legal requirement that your organisation maintains an accurate bookkeeping system. This is a record of all cash, cheque and other payments including details of what was purchased. A similar record should be kept of all income. A simple list written with a biro may be sufficient. It should be written up at least every month.

## **Why you need management accounts**

You need to know how the finances are progressing during the year. Is expenditure roughly what you expected or

is it too high? Is the funding coming in as forecast? Will you run out of money and have to close or reduce the service?

The trustees or management committee have overall legal responsibility for the organisation so they also need answers to these questions. The management accounts provide the answers and should be produced at least every three months.

## **Why prepare final accounts?**

Funders expect you to publish accounts each year. It is also a legal requirement for charities. The annual accounts are prepared from the bookkeeping system.

You may need to have them independently examined to provide verification that everything is legitimate. Preparing the draft accounts yourselves could save your organisation money.

**Book your place now:**

**Email [gabriel@cash-online.org.uk](mailto:gabriel@cash-online.org.uk) or phone 020 8969 0747**

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